



Division of State Parks

| | | | |
|--------------------|-----------------------|----------------|----------------|
| Personnel #20-6 | Employment References | Rev. 2/2012 | Page 1 of 2 |
|--------------------|-----------------------|----------------|----------------|

REFERENCES: NRS 613.075, NAC 284.714 and NAC 284.718

PURPOSE: This policy provides direction on what information may be provided and how it may be given to protect confidentiality and avoid liability.

ORGANIZATION: The division will provide employment references to potential employers and others according to Nevada Revised Statutes.

PRIOR POLICY: This policy supersedes the prior policy dated 3/14/02.

PROCEDURE:

I. Public Record Information

According to Rules for State Personnel Administration, NAC 284.714 the following information is considered public record and may be released without verbal or written consent of the employee:

- A. Individual's name
- B. Class title of the position held, *except for all commissioned classes in the 13.000 occupational groups.*
- C. *Rate of Pay*
- D. Any change in class title, *except for all commissioned classes, pay or status*
- E. Dates of employment

II. Confidential Information

The Rules for State Personnel Administration, NAC 284.718 lists the types of information considered confidential. Such information will **NOT** be provided without a written release signed by the employee. Confidential information, when released, will only be communicated in written form by the division's personnel analyst or by the records section of the *Division of Human Resource Management*.

RULES:

1. Telephone Request

- A. Direct the request to the employee's immediate supervisor, regional manager or the division's personnel analyst.
- B. Provide only public record information. If the caller requests more information, simply say that it is the division's policy to release other employment information only with the written consent of the employee.

| | | | |
|----------------------------|------------------------------|------------------------|------------------------|
| Personnel #20-6 | Employment References | Rev. 2/2012 | Page 2 of 2 |
|----------------------------|------------------------------|------------------------|------------------------|

2. **DO NOT** discuss confidential information over the telephone.
3. Written Request
 - A. Questionnaires that are not accompanied with a release, signed by the employee, will be sent back to the originator with only public record information provided. Return the incomplete questionnaire with a note requiring a release signed by the employee.
 - B. Direct all requests for confidential information, with a signed release, to the division's personnel analyst. The personnel analyst or the records supervisor at the *Division of Human Resource Management* will provide the requested information from the employee's official personnel file.

| | |
|--------------------------------|-----------|
| Original signed by: | |
| SIGNED | 2/17/2012 |
| David K. Morrow, Administrator | Date |

| | |
|------------------------|----------------|
| Original signed by: | |
| SIGNED | 2/24/12 |
| Leo Drozdoff, Director | Effective Date |

Copy to Regions: _____

Review Date: _____